PROGRAM SPONSOR ALERT

Date: October 21, 2014	Number: 14-08

Subject: Program Sponsor Responsibilities-Updating Contact Information Electronically

<div align="center">

This PSA supersedes PSAs 10-02, 11-01, and 12-10.

</div>

Summary

In order to provide important information in a timely manner the Commission attempts to communicate directly to the Dean, Superintendent, Director of Education, or other designated individual through email, US mail, and coded correspondence. Each institution is responsible for keeping the contact information in the Commission's approved program sponsors' database current.

Background

The Commission needs current contact information for all Commission approved program sponsors at all times. Official correspondence is sent to the President, Superintendent, Dean, Director or other designated individuals for various reasons such as when updates are made to program standards or credential requirements, when official actions are taken regarding the institution/program sponsor, to transmit annual accreditation fee invoices, and on other occasions throughout the program approval and accreditation processes.

In order to ensure that the communication is received by institutional and program leadership in a timely manner, each approved institution is responsible for updating its information directly through the Commission's webpage when a change in personnel or contact information occurs. See appendix A for instructions on updating contact information through the Commission web page.

Contact Information

The Professional Services Division provides a full list of topic specific dedicated email addresses as well as program areas with the most up to date Commission staff member's email address here: http://www.ctc.ca.gov/educator-prep/tech-assist.html.

Appendix A begins on the next page.

Appendix A

Updating Contact Information for the Commission:
All approved institutions are responsible for updating institutional leadership contact information. The following webpage is available to the public. Some of the information entered into the database will be displayed on this web page: https://info.ctc.ca.gov/fmi/xsl/ProgramSponsors/recordlist.xsl.

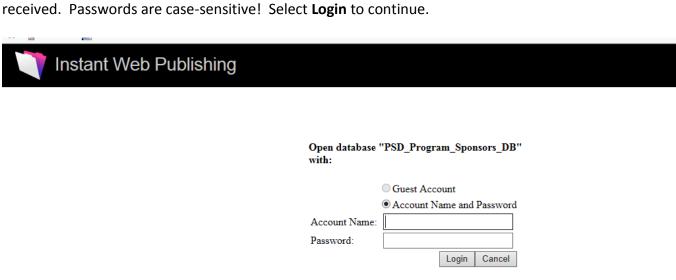**Steps to follow to enter and update the CTC Program Sponsor database.**

1) Please send an email to **psdinfo@ctc.ca.gov** to receive the 3-digit code and password required to update the contact information for your specific institution. Passwords are case sensitive. There are NO spaces in the password.

2) Click on this link: https://info.ctc.ca.gov/fmi/iwp/res/iwp_auth.html

The "Instant Web Publishing" screen will appear. *Please bookmark this page in your favorites*.
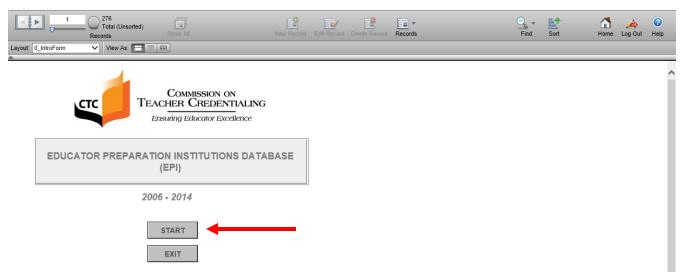
Please select the option "**PSD_Program_Sponsors_DB**".

The log-in screen will appear. Enter your **3-digit code** as the **Account Name** and the **Password** you received. Passwords are case-sensitive! Select **Login** to continue.
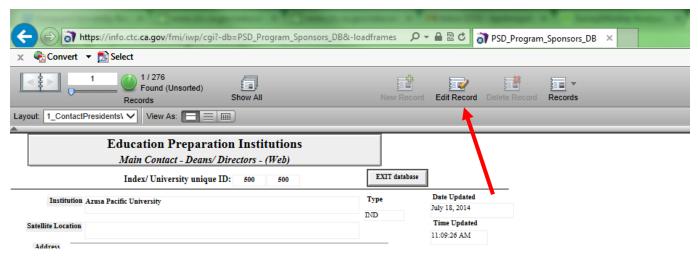
3) Once login is successful, the "Educator Preparation Institutions (EPI)" screen will appear. Please select Start.
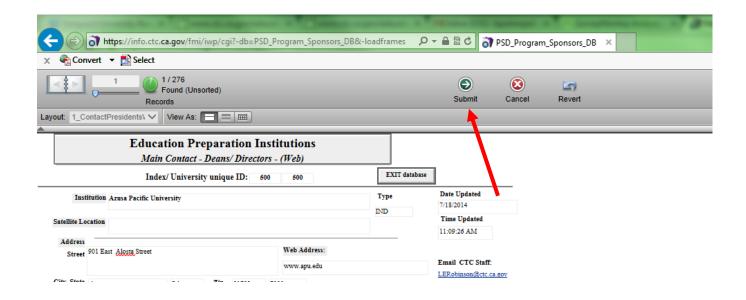

4) The institution's information associated with the login information will appear. Please review all the information for the institution. Please note that there is more information on this page than is published on the public web page.
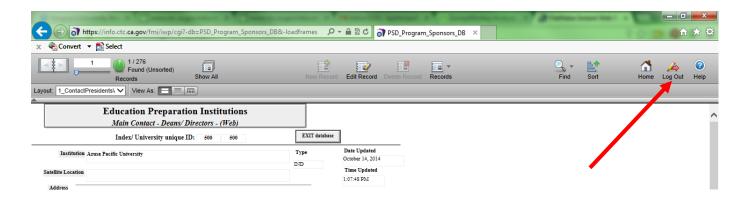
If there is inaccurate information, please select the **Edit Record** button and enter the correct information.

5) After updating the information a **Submit** button will appear in the bar at the top of the screen. Click on the **Submit** button. Please note that the updated information will not be saved until the Submit button is selected. After clicking the Submit button it will disappear and return to the previous top bar.

6) Finally, please log out of the database. Select the **Log Out** button to completely exit the database. The "Instant Web Publishing" screen will appear. Please bookmark this page in your favorites.

7) Close the internet window.

Thank you for your work with the Commission. If you have any questions, please send an email to **psdinfo@ctc.ca.gov**.